



# OPERATING POLICY

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## CODE OF CONDUCT

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To ensure a safe, comfortable environment for everyone to use the Library, the Board of Library Trustees has established the following code of conduct:

- A. We expect everyone to treat all people and property with respect. Behavior or activity that is disruptive, unsafe or otherwise interferes with patron, staff, and others' use of the Library is prohibited.
- B. Parents and caregivers are responsible for their children's behavior. Children in need of supervision may not be left unattended.
- C. The following are illegal or not permissible on Library property or at Library events. This is not a comprehensive or complete list of examples.
  - 1. Committing or attempting to commit any action or behavior that would violate any federal, state, or local criminal or civil statute or ordinance.
  - 2. Harassment (physical, sexual, verbal, stalking).
  - 3. Engaging in sexual conduct or lewd acts.
  - 4. Smoking, any use or preparation of tobacco, or any use or preparation of vaping devices or substances within 20 feet of the Library building.
  - 5. Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons.
  - 6. Selling products or services and solicitation, including distribution of leaflets, surveys, petitions, or similar activity is not permitted unless authorized by the Executive Director.
  - 7. Bringing animals other than service animals into the Library, except those approved as part of a Library-sponsored activity.
  - 8. Theft or damage of Library materials, equipment, or facilities.

The Library reserves the right to address issues on a case-by-case basis and any behavior that violates the Code of Conduct may result in cost recovery charges, suspension of Library privileges, exclusion from the Library, and prosecution. Illinois Library Law (75 ILCS 5/4-7) authorizes the Board of Library Trustees "to exclude from the use of the library any person who willfully violates the rules prescribed by the board."

Security and Library staff are authorized to ask disruptive patrons to leave the Library and to exclude them for a 24-hour period. Staff are also authorized to call the police at their discretion. Violations may also be investigated by Library administration who may exclude violators for varying and longer periods of time depending upon the seriousness and/or frequency of the violation. After the exclusion period, patrons are welcomed back to the Library.

Individuals have the right to appeal a loss of Library privileges within seven (7) days by submitting any information they desire to be considered in writing to the Executive Director.

Computer use is further regulated under the Library's Internet Public Access policy.